61-CE300 05.2002
Commonwealth of Pennsylvania,
Department of State
Bureau of Professional and Occupational Affairs

**STATE BOARD OF LANDSCAPE ARCHITECTS**

P. O. Box 2649, Harrisburg, PA 17105-2649 717-772-8528

# PROVIDER APPLICATION FOR CONTINUING EDUCATION COURSE APPROVAL

**Follow Instructions Below and Submit All Required Documents**

## A. Information:

1. Application must be typed or printed in blue or black ink.
2. Application and fee must be received at least **120 days prior** to course/program presentation.
3. Subject matter for continuing education courses must be limited to courses pertaining to the enhancement of the professional skills as a Landscape Architect.
4. Courses in Office Management or Marketing practice will **not** be approved.
5. The Board reserves the right to reject a submitted course which is outside the scope of practice of Landscape Architecture or is otherwise unacceptable because of presentation, content or failure to meet the criteria in §15.73, §15.74 and §15.75 of the regulations.
6. Disapproval of a course will include a statement setting forth reasons for disapproval. Providers may submit a new application, which shall document alterations made in order to meet the Board's requirements.
7. Falsification of a clock hour report by a program provider will result in revocation of approval by the Board for further program offerings of that provider.
8. Providers shall inform the Board of any material modifications in approved courses.
9. Maintain for your records a copy of your completed application prior to submission.
10. Providers shall supply adequate facilities that provide physical access to licensees in conformance with applicable laws except for satellite seminars and electronic presentations.
11. Providers shall insure that instructors are qualified.

## Satellite/Electronic Presentations:

1. The Board shall accept no more than five (5) credit hours per biennium of satellite seminars and electronic presentations from a licensee.
2. Providers of satellite seminars or electronic presentations shall document affiliation with an educational institution or other entities identified in §15.76 (relating to sources of continuing education courses) or provide a mechanism to test or evaluate the licensee's successful completion of the course.
3. Satellite seminars viewed at other sites by electronic transmission shall have a moderator present or available by telecommunication facility.
4. Electronic presentations shall consist of television viewing, use of computers, telecommunications and the like, at any location that provides a mechanism to test or evaluate the licensee's successful completion of the credit hours.
5. Satellite seminars and electronic presentations shall comply with requirements applicable to all continuing education courses/programs.

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## B. Instructions:

**The following attachments must be submitted with the application:**

1. Check or money order in the amount of **$100.00** payable to the "Commonwealth of Pennsylvania". Fees are non-transferable and non-refundable.

   *NOTE: A $20.00 processing fee will be assessed for any payment returned by your bank, regardless of the reason for non-payment.*

2. Copies of course/program and syllabus which show the following:

   - Provider's name and address
   - Name of Course Coordinator
   - Dates and locations of course/program
   - Information on Instructors: Name, Title, Affiliations, and Degrees
   - Course schedule
   - Evaluation Methods
   - Clock Hours
   - Method in which Provider certifies attendance

4. Evidence of meeting standards of §15.75 of the regulations as follows:

   - Subject matter pertaining to the enhancement of the Landscape Architect's professional knowledge and practice skills.
   - A procedure to periodically review the qualifications of instructor(s) and the subject matter to ensure that it is contemporaneous.

5. Electronic Presentations:

   - As Applicable:
     a) Internet Address
     b) Cassettes/CDs (Audio/Visual)
   - Mandatory:
     a) Course Text
     b) Test or evaluation materials

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COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS

# STATE BOARD OF LANDSCAPE ARCHITECTS

POST OFFICE BOX 2649
HARRISBURG, PA 17105-2649

OR

124 PINE STREET
HARRISBURG, PA 17101

Telephone: 717-772-8528 E-mail: landscap@pados.dos.state.pa.us

APPL

For official use only - Do not write in this space

# PROVIDER APPLICATION FOR CONTINUING EDUCATION COURSE APPROVAL

**Follow Attached Instructions and Submit All Required Documents**

**(SUBMIT AT LEAST 120 DAYS PRIOR TO COURSE PRESENTATION)**

## Section 1 Provider Information — Please Print or Type

**Provider Name**

**Address**

**STREET:**

**CITY:** **STATE:** **ZIP:**

**FID Number:** (If applicable)

**Telephone** **Ext.**

**E-Mail Address**

## Section 2 Fee - $100.00

Submit check or money order in the amount of **$100.00** payable to the "Commonwealth of Pennsylvania".
Fees are non-transferable and non-refundable.

NOTE: A $20.00 processing fee will be assessed for any payment returned by your bank, regardless of the reason for non-payment

## Section 3 Course Contact Person/Coordinator

**Name**

**Address**

Street:

City: State: Zip Code:

**Telephone** **Ext.**

**E-Mail Address**

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## Section 4 Course Information

| | |
|---|---|
| **Course Title** | |
| **Total # of Clock Hours Requested** | ☐ Please check box if satellite course or electronic presentation. (Must complete Sect. 6) |
| **Core Subjects Offered** | |
| **Date/s Offered** | |
| **Course Locations** | |
| **Method of Certifying Attendance** | |
| **Course Objectives** | |

## Section 5 Instructor Information (List Moderator if satellite / electronic presentation.)

| Instructor Name | Title | Affiliation | Degree |
|---|---|---|---|
| 1) | | | |
| 2) | | | |
| 3) | | | |

## Section 6 Satellite and Electronic Presentation (If applicable)

| | |
|---|---|
| **Site of Satellite Presentation** | |
| **Location of Satellite Viewing Sites** | |
| **Check Applicable Statement** | ☐ SATELLITE SEMINAR - Course viewed at other sites by electronic transmissions that have a moderator present or available by telecommunication facility.<br>☐ ELECTRONIC PRESENTATION - Course consisting of television viewing, use of computers, telecommunication and the like, at any location that provides a mechanism to test or evaluate the licensee's successful completion of the credit hours. |

## Section 7 Certification

I certify that the statements in this application are true and correct to the best of my knowledge, information and belief; and that I am of good moral character. I verify that this form is in the original format as supplied by the Department of State and has not been altered or otherwise modified in any way. I am aware of the criminal penalties for tampering with public records or information pursuant to 18 Pa.C.S. §4911. I understand that any false statement made is subject to the penalties of 18 PA C.S. §4904 relating to unsworn falsification to authorities and may result in the suspension or revocation of my license or certificate.

**Coordinator's Signature:** **Date:**

**OFFICIAL USE ONLY**

| | | |
|---|---|---|
| Reviewed by: | Date: | |
| ☐ Approved ☐ Disapproved | | Provider #: |